

Samples

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Samples Search

This window is the main window to search for open Sample Tests.

The menu sits under the Activity menu group

Lab



Configuration +

Activity -

Samples

Lab Tests Search

Test Status by User

Sample search

Search Add Edit Print Grid Export Sample Import / Export

General Expand

Sample No:

Description:

Item:

Status:

All

Date From:

2023-12-01

Date To:

2024-06-30

Order No:

Application No:

Debtor:

Priority:

All

Brand:

Employee:

Page 1 of 1 Remove Paging:

#	Att	Memo	Info	Status	Due	Priority	Date Requested	Sample No	Requested By	Status	Priority
1							2024-06-12	SM46	Peter Smit	Requested	Normal Priority
2							2024-05-17	SM45	Gerrit van Rooy...	Requested	Normal Priority
3							2024-01-19	SM44	Arlecia van Roo...	Requested	Normal Priority
4							2024-01-12	SM36	Malcolm Granville	Requested	Normal Priority
5							2024-01-12	SM38	Gerrit van Rooy...	Requested	
6							2024-01-12	SM39	Gerrit van Rooy...	Requested	Normal Priority
7							2024-01-12	SM40	Gerrit van Rooy...	Requested	Normal Priority
8							2024-01-12	SM41	Gerrit van Rooy...	Requested	Normal Priority

The Main visible menu will be

Sample search

Search Add Edit Print Grid Export Sample Import / Export

General Expand

Sample No:

Description:

Item:

Status:

All

Date From:

2023-12-01

Date To:

2024-06-30

Order No:

Application No:

Debtor:

Priority:

All

Brand:

Employee:

Page 1 of 1 Remove Paging:

Hidden menu search which can be opened by Expand arrow

Sample search

Search Add Edit Print Grid Export Sample Import / Export

General

Contract

Sample No:		Description:	
Item:		Status:	All
Date From:	2023-12-01	Date To:	2024-06-30
Order No:		Application No:	
Debtor:		Priority:	All
Brand:		Employee:	
Make:		Request Type:	All
Model:			

Page 1 of 1 Remove Paging:

The grid results are as follows:

Sample search

Search Add Edit Print Grid Export Sample Import / Export

General

Expand

Sample No:		Description:	
Item:		Status:	All
Date From:	2023-12-01	Date To:	2024-06-30
Order No:		Application No:	
Debtor:		Priority:	All
Brand:		Employee:	

Page 1 of 1 Remove Paging:

#	Att	Memo	Info	Status	Due	Priority	Date Requested	Sample No	Requested By	Status	Priority	Date Required	Description
1							2024-06-12	SM46	Peter Smit	Requested	Normal Priority	2024-07-11	
2							2024-05-17	SM45	Gerrit van Rooy...	Requested	Normal Priority	2024-06-15	Desc
3							2024-01-19	SM44	Arlecia van Roo...	Requested	Normal Priority	2024-01-19	Test Import
4							2024-01-12	SM36	Malcolm Granville	Requested	Normal Priority	2024-02-10	Coil .95 940 Ironsand G10
5							2024-01-12	SM38	Gerrit van Rooy...	Requested			Test
6							2024-01-12	SM39	Gerrit van Rooy...	Requested	Normal Priority		Test
7							2024-01-12	SM40	Gerrit van Rooy...	Requested	Normal Priority		Test
8							2024-01-12	SM41	Gerrit van Rooy...	Requested	Normal Priority		Test
9							2024-01-12	SM42	Peter Smit	Requested	Normal Priority	2024-02-10	
10							2024-01-08	SM35	Malcolm Granville	Requested	Normal Priority	2024-01-31	MG Stock Item
11							2023-12-14	SM33	Peter Smit	Requested	Normal Priority	2024-01-10	certificate test

ATT	Attachment
Info	Information window for more details
Memo	Memo note against the Lab test

Status	Icons indicating the status of the Lab test
Sample No	Sample unique number
Date	Date of the Lab Test created
Priority	Priority selected
Description	Description given to Lab Test submission
Order No	A text field where user can enter Order number
Lot No	A text field where user can enter Lot number
Application No	A text field where user can enter Application number
Requested By	The person who requested the Lab test
Customer	Customer Name
Status Name	The status of the Lab test but in words instead of icons
Item Code	The item code selected for testing
Item Description	The item description selected for testing
Brand	The Brand of the item
Make	The Make of the item
Model	The Model of the item
Comment	An open field where a user can enter a comment in the grid

Sample window

This is the window that holds all the information on the sample submitted

There are a couple of tabs

Tab Explanation

Tab Name	Description
General	Displays the main information of the Lab test required
Address	Gives the information on the customer and cost center information
Tests	Displays all the required tests
Results	Displays all the tests that are have been published to the requester
Logs	Displays all the logs and actions that have occurred on the lab test
Charges	Shows what is charged for on the Lab test This can be converted to an invoice
Time Logs	View all time logs against Lab tests

General Tab

Sample

Attachments

Memo

Create Reminder

Info

Certificate

Functions

Close

General

Address

Tests

Results

Logs

Invoice

Sample No:

SM35

Requested

Sample Date:

2024-01-09

User Submitted:

Malcolm Granville

Description:

MG Stock Item

Debtor:

A & B Construction

Order No:

order no

Priority:

Normal Priority

Application No:

app number

Date Required:

2024-01-31

Request Type:

Internal

Invoice Date:

1840-12-31

Date Completed:

Item:

MG001

Qty:

1

Kg

Item Description:

MG Stock Item

Brand:

Honda

Common Name:

abc

Make:

2007

Grower:

Year:

Notes:

Notes

Save and Close

Save

Close

Received

In Progress

Complete

General Tab	Details
Sample No	Displays the Lab unique test number
Barcode button	Button of barcode to allow for barcode printing of Lab test number
Application number	The application number the user entered
Requested by	The name of the user who requested the lab test
Status	The status of the lab test Requested (Gray), Received (Yellow), In progress (Green), Completed (Blue), Cancelled (Red), Closed (Red)
Customer	Customer requesting Lab test
Order Number	The Order number the user entered

Request Type	Internal or External (default to Internal)
Description	Description of Lab test to be done
Date	Date the request was created Date + time will be logged when Lab test was created
Date Required By	Date the test is required, will default to 14 dates from issue
Date Completed	Date the Lab test was completed Date + time will be logged when Lab test was Completed
Lot/Line	Lot / Line information entered by the user
Priority	Priority levels (defaulted to Normal) Low, Normal, Urgent, Very Urgent

Item to test	Item search on inventory list
Item Description	Description of item, can be changed
Brand	Brand of item selected
Make	Make of item selected
Model	Model of item selected
Quantity	The quantity to be tested
UOM	Unit of Measure of selected item
Kind	Enter the kind of item
Cultivar	Enter the cultivar
Test Type	Enter Test Type
Comment	Enter a comment which will show on the grid

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Address Tab

The address information of the customer entered

The cost centre information of the Lab test

Sample

AttachmentsMemoCreate ReminderInfoCertificateFunctionsClose

GeneralAddressTestsResultsLogsInvoice

Address Type:Physical

Address Line 1:225 Klip Street

Address Line 2:Muckleneuk

Address Line 3:Pretoria

Address Line 4:

Address Code:0002

VAT No:

Contact Person:Peter SmitView

Contact No:

Project:

Division:Installation

Region:Gauteng

Invoice Group:

Branch:Web - Dev HSOF & Co

Address Tab	Details
Address Type	Select the address type (will populate from customer setup) Physical, Postal, Delivery Address
Address lines 1 to 4 and code	Address details from customer Can change here
GST No	The GST number of the client for GST invoice
Contact Person	The contact person from the customer setup The default contact person will be populated here
Project	Assign this Lab test to a Project
Division	Assign this Lab test to a Division
Region	Assign this Lab test to a Region
Invoice group	Assign this Lab test to an Invoice group for invoice
Branch	Assign this Lab test to a Branch Defaulted to user who submitted the Lab test
Notes	Notes on Lab Test

Tests Tab

Sample

Attachments

Memo

Create Reminder

Info

Certificate

Functions

Close

General

Address

Tests

Results

Logs

Invoice

Search

Print

Test No:

Test Status:

Test Description:

Test Template:

Total Tests
11

Published
0

Total Value
0

Page 1 of 1

Add

Edit

Cancel

Displaying 1 - 11 of 11

#	Att	Info	Status	Progress	Due	Due Date	Date	Test No	Template	Description	Status	Publis
1						2024-02-08	2024-01-09	SM35.1	Phytosanitary Inspe...	Phytosanitary I...	Test Done	
2						2024-02-08	2024-01-08	SM35.2	UV	UV	Started	
3						2024-02-08	2024-01-09	SM35.3	MD Germination	MD Germination	Started	
4						2024-02-08	2024-01-09	SM35.4	MD Germination	MD Germination	Started	
5						2024-02-08	2024-01-09	SM35.5	MD Germination	MD Germination	Started	
6						2024-02-08	2024-01-09	SM35.6	MD Germination	MD Germination	Started	
7						2024-02-09	2024-01-10	SM35.7	MD Germination	MD Germination	Started	
8						2024-02-09	2024-01-10	SM35.8	FD Germination	FD Germination	Started	
9						2024-02-09	2024-01-10	SM35.9	UV	UV	Started	
10						2024-02-10	2024-01-01	SM35.10	MD Germination	MD Germination	Started	
11						2024-02-11	2024-01-12	SM35.11	Purity	Purity	Started	

Save and Close

Save

Close

Received

In Progress

Complete

Tests Tab	Details
Search Button	Searches the tests
Print	Print out the test
Certificate	Print the certificate if the test is complete and authorised
Test No	Search for Test number, sub tests are followed with .01 after the Lab test Number
Test Description	Search for Test Description
Status	Filter status of tests Created (Gray), In progress (Green), Signed Off (Blue), Completed (Certificate Issued)(Blue), Cancelled (Red), Closed (Red)
Test Type	Type of Test filter
Total Tests	Count of number of tests in Lab test
Published Tests	Number of tests marked to be published
Total Value	Total value of invoiced tests

Grid	Details
Seq	Sequence Number of test
Icon status	Icon indicating status
Published	Yes / No (default is clear)
Status	Status of test in words
Date	Date created of test
Test No	Test Number allocated to Lab test
Test Type	Name of test
Test Description	Test description
Lab Tech	Lab Technician allocated to test
Lab Manager	Lab Manager assigned to test
% Complete	Percentage test indicator
Authorised By	Authorised by Name Date and time logged
Invoiced	Yes / No to Invoice
Invoice No	Invoice number when invoiced
Value	Value of invoice

Results Tab

Each test will have its own tile

Tiles can be coloured

Tiles are ordered according to Sequence number of the test

View Published tests only

A filter to include other status

Sample

Attachments

Memo

Create Reminder

Info

Certificate

Functions

Close

General

Address

Tests

Results

Logs

Invoice

Refresh

SM33.1 MD Germination

View

Interim Count Days:

Final Count Days:

Interim: 8

Final: 8

Abnormal: 0

Dead: 0

Fresh: 4

Hard: 4

SM33.2 FD Germination

View

Interim Count Days:

Final Count Days:

Interim: 0

Final: 0

Abnormal: 0

Dead: 0

Fresh: 0

Hard: 0

SM33.3 Purity

View

Pure Seed: 44.4%

Inert Matter: 55.6%

Other Seed: 0%

Other seeds working sample:

test

1233

newline

Other seeds bulk sample:

test

aaaa

newline

Inert matter:

bbbbbb

newline

SM33.4 Endophyte Seed

View

27%

SM33.5 Moisture

View

500%

SM33.6 Seed Count

View

5g/1000

SM33.7 KASP

View

Seed 4: Fact5=4

SM33.8 TZ

View

200%

SM33.9 QS Germination

View

80%

SM33.11 Endophyte Seedling

View

27%

SM33.12 Endophyte Tiller

View

27%

SM33.13 Endophyte QS

View

19%

Save and Close

Save

Close

Received

In Progress

Complete

Results Tab	Details
Refresh button	Button to update tiles
View Type	View Published, Non published tests All can be selected
Seq 1	Makes the tile be first on the list
Test Name	Test Name
Test No	Test Number
View Button	View the test

Logs Tab

This area logs all the status changes on the lab test

This tracks the tests created, authorised etc on this lab test side

Sample

AttachmentsMemoCreate ReminderInfoCertificate

FunctionsClose

GeneralAddressTestsResultsLogsInvoice

Search

Doc No:Log Action:

All

Date From:

2024-05-30

Date To:

2024-06-30

Page 1 of 1

Displaying 1 - 11 of 11

#	Action	Doc No	Description	Logged By	Date And Time
1	Open	SM33.3	Purity	Peter Smit	2024-06-13 17:30:06
2	Started	SM33.3	Purity	Peter Smit	2024-06-13 17:30:49
3	Test Done	SM33.3	Purity	Peter Smit	2024-06-13 17:31:02
4	Checked	SM33.3	Purity	Peter Smit	2024-06-13 17:31:04
5	Publish	SM33.3	Purity	Peter Smit	2024-06-13 17:31:14
6	Open	SM33.10	UV	Peter Smit	2024-06-13 18:06:02
7	Open	SM33.3	Purity	Peter Smit	2024-06-13 18:07:05
8	Started	SM33.3	Purity	Peter Smit	2024-06-13 18:07:09
9	Test Done	SM33.3	Purity	Peter Smit	2024-06-13 18:09:21
10	Checked	SM33.3	Purity	Peter Smit	2024-06-13 18:09:22
11	Publish	SM33.3	Purity	Peter Smit	2024-06-13 18:09:26

Logs Tab	Details
Search button	Searches the logs
Print Grid	Prints the grid and allows to export
Action	Filter by Action
Doc No	Search by Document No
Date From and To	Searches logs by date from and to

Grid	Details
Action	Type of action logged Status change of Lab test, Status change on tests, Authorised By, Percentage update on tests, Publish notice, invoice created
Doc No	Indicates which test is been logged, main Lab test or test
Date	Date of log
Description	Description of action
Logged by	User name logged of change
Date and Time	Date and time logged

Invoice Tab

For each test that is done, a tick can be put on for charging which creates an entry for list of items to be invoiced

Sample

AttachmentsMemoCreate ReminderInfoCertificateFunctionsClose

GeneralAddressTestsResultsLogsInvoice

SearchLoad Invoice LinesCreate Invoice

Page 1 of 1Select AllUnselect AllAddEditDeleteDisplaying 1 - 2 of 2

#	Select	Proces...	Inv. No.	Test No.	Stock Code	Description	Quantity	Warehouse	Discount %	Cost
1	☐			SM33.1	LAB/TEST	Lab Test Charge	2.00		0.00	
2	☐			SM33.2	VyncoShip_001	Vynco Shipping Item	2.00	Master Warehouse	0.00	

Total Ex Vat:640.00Total Vat:96.00Total Inc Vat:736.00

Save and CloseSaveCloseReceivedIn ProgressComplete

Charges Tab	Details
Search button	Search invoiced tests
Create Invoice button	Create an invoice
Print	Print invoice
Add	Add an item to be invoiced
Edit	Edit the line
Delete	Delete the line to be invoiced Cannot be deleted if invoiced

Grid	Details
Select	Select multiple lines to be invoiced

Item Code	Displays the inventory item code
Item Description	Displays the inventory item Description
Item Type	Indicates the type of inventory item to be invoiced Service, Custom or Stock
Qty	Displays quantity to be invoiced
Selling	Displays the selling value ex GST
Line Discount	Displays the line discount
GST Type	Indicates whether this is GST chargeable
Selling ex GST	Unit selling x Qty = Selling Value
Selling GST	Shows GST amount
Selling Inc GST	Total Selling ex GST + Selling GST = Selling Inc GST
Job No	Indicates whether linked to a job
Job Type	Type of Job invoice Percentage or Usage
Invoice No	Invoice number of processed invoice

Time Logs (Potential New addition)

View all time logs against Lab tests

Ref	Reference description of time log
Time from and time to	Time started and time ended
Duration	Duration in hours
Billable Rate	Bill rate on time log
Status	Status of time log

Test Add

Adding a new test on the Sample form

There are four tabs each holding information on each test

Tabs	Details
General Tab	This holds the basic information of the test
Guide Tab	Shows Parameters, Treatments for test
Test Tab	The test result
Checklist	Viewing multiple checklists against a test
Logs	Shows the logs for this test Status change, % Complete change, Checked by, Retest by, Invoice By, Certificate Issue, Published by

The buttons allow for multiple functions

Button	Details
Attachment	Add in attachments specific to the test
Authorise	Authorise the Test to before publishing
Complete	Complete the test and issue certificate
Print	Print the test
Print Certificate	Print the Certificate
Info	A word like document information

Lab Test Status changes

Icon	Status	% complete	Rules
	Created	0%	On creation of lab test
	Started	10%	Click on the Start button which updates status and percentage to 10% Opens up In Progress button and Test Done button

	In Progress	50%	Changes to In Progress when any test results are entered and saved
	Test Done	80%	Click on the Test Done button which updates status and percentage to 80% Opens up In Checked button and Retest Button Checked status save save and close is only active to users that are authorised users in approved levels otherwise the Save Save and Close buttons are disabled
	Checked	90%	Click on the Checked button which updates status and percentage to 90% Opens up Published button, Open button Checked status save save and close is only active to users that are authorised users in approved levels otherwise the Save Save and Close buttons are disabled
	Retest	100%	Click on Retest button which updates status and percentage to 100% Clones the test with a new test Closes the test and locks Disables all the other status buttons
	Published	100%	Click on the Publish button which updates status and percentage to 100% Closes the test and locks Disables all other status buttons Disables Save and Close and Save buttons
	Cancelled	0%	Cancels the test Closes the test and locks Disables all other status buttons

	Closed	0%	Closes the test Closes the test and locks Disables all other status buttons
	Open	50%	Opens up the test from Checked, Published, Cancelled or Close Is only active when status of test is Checked, Published, Cancelled or Close Changes the test to In Progress status and percentage to 50%

Test General Tab

Test - Bend 80mm Black 90deg

Attachments

Info

Start

Test Done

Checked

Retest

Functions

Close

Seed Count

General

Test

Logs

Invoice

Test Template:

Seed Count

Created

0

%

Description:

Seed Count

Lab Tech:

Malcolm Granville

Test Date:

2024-06-30

Lab Manager:

Gerrit van Rooyen

Due Date:

2024-07-30

Recommended:

Parameter:

Temperature 20 degrees

Treatments:

Test Prechilled 5°C

Add Treatments

Merchant Ref:

345

Country:

New Zealand

Save and Close

Save

Close

Open

Publish

General Tab	Details
Test No	The test number with the decimal points after
Percentage complete	the percentage complete The percentage complete will automatically be set a certain status changes

Status	Changes the status of the sub test Created, Started, In Progress, Checked, Retest, Certificate Issued, Publish, Completed
Test Type	The type of test done
Test Description	The description of the test
Date created	Date test is created
Lab Tech	Lab Tech assigned
Lab Manager	Lab Manager assigned
Invoice	Tick for invoice
Item Code	Item code becomes active when invoice tick box is activated This item will be added to the Lab test chargers window
Certificate Issue	Certificate tick box with who by
Publish	Publish tick box with who by

Recommended	Shows recommended information from Test setup
Parameters	Select Parameter from dropdown
Treatments	Shows recommended information from Test setup

Test Results tab

Add information on the test

Test - Bend 80mm Black 90deg

AttachmentsInfo

StartTest DoneCheckedRetest

FunctionsClose

Seed Count

GeneralTestLogsInvoice

Comment:

Endorsements:

Wt Per 100

A	B	C	D	E	F	G	H	Total	1000 Seed Weight
0	0	0	0	0	0	0	0	0	undefined

Save and CloseSaveClose

OpenPublish

Test Tab	Details
Checked	Checked tick box with checked by
Retest	Retest tick box with Retested by
Comments	Make comments
Test	Test results enter

Logs Tab

Test - Bend 80mm Black 90deg

AttachmentsInfoStartTest DoneCheckedRetestFunctionsClose

Seed Count

GeneralTestLogsInvoice

Search

Doc No:Log Action: All

Date From:Date To:

Page 1 of 1Displaying 1 - 1 of 1

#	Action	Doc No	Description	Logged By	Date and Time
1	Started	SM33.15	Seed Count	Malcolm Granville	2024-06-29 20:58:12

Save and CloseSaveCloseOpenPublish

Logs Tab	Details
Search button	Searches the logs
Print Grid	Prints the grid and allows to export
Action	Filter by Action
Doc No	Search by Document No
Date From and To	Searches logs by date from and to

Grid	Details
Action	Type of action logged Status change of Lab test, Status change on tests, Authorised By, Percentage update on tests, Publish notice, invoice created
Doc No	Indicates which test is been logged, main Lab test or test
Date	Date of log
Description	Description of action
Logged by	User name logged of change
Date and Time	Date and time logged

Invoice Tab

Tick Invoice box to activate certificate billing

Test - Bend 80mm Black 90deg

AttachmentsInfoStartTest DoneCheckedRetestFunctionsClose

Seed Count

GeneralTestLogsInvoice

Save Invoice Line

Invoice:☒

Item Invoice:

Item Description:

Quantity:

1

Warehouse:

VAT Type:

Pricing Structure:

Discount %:

0

Unit Cost:

0

Ex Vat:

0

Inc Vat:

0

Total Ex Vat:

0.00

Total Vat:

0.00

Total Inc Vat:

0.00

Save and CloseSaveClose

OpenPublish

Checklist Tab (Potential future development)

Test

Attachment

Info

Time Log

Authorise

Complete

Print

Print Certificate

Close

MD GerminationSeed AST100.01

General

Guide

Test

Checklist

Logs

Search

Print

Decription

Status

All

Date From

2023/02/01

Date To

2023/08/26

Add

Edit

Delete

Page 1 of 1

Remove Paging:

#	Att	Chec	Status	Date Created	Description	Document Number	Asset Name	Assigned To
1			Activated	2020-05-20	Desktop Support	PIC5		Chris Stone
2			Activated	2020-07-09	Malcolm onsite check	PIC6		Malcolm Granville
3			Created	2020-10-30	New Template	PIC7	HP Laptop TS500	Malcolm Granville
4			Created	2021-05-03	Template description	PIC8	The Crossing	Malcolm Granville

Save

Save & Close

Checklist Tab	Details
Search Button	Searches all checklists against lab test
Print Button	Print checklist out
Description	Description of checklist
Status	Status of checklist
Date from and to	Filter by date of checklists
Add, Edit and Delete	Add, edit or Remove checklists against lab test